



**BIRCH GROVE COMMUNITY SCHOOL**

“Where Roots Grow Deep and Branches Reach High!”

**APPLICATION OF EMPLOYMENT**

As a public charter school, Birch Grove Community School encourages innovation related to delivery of programs and management of schools, and requires a high level of accountability for student achievement. It is tuition free and funded on a per pupil basis with state education dollars. It is open to all students and has no admissions test or any other requirement for enrollment.

Each applicant for a position at Birch Grove Community School (BGCS) or Birch Grove Community Service will complete this form. If the applicant is elected and accepts a position at BGCS, the information given herein becomes a part of the employee’s professional record. Therefore, be sure that all information is accurate, complete and legible. The amount of space provided for answering some items is necessarily and purposely limited. We suggest you word the answers to these items carefully.

**Position Applying For:** \_\_\_\_\_

**PERSONAL INFORMATION**

\_\_\_\_\_  
First name Middle name Last name

**Current address:**

\_\_\_\_\_  
Street and Apt # City State Zip Code Phone number

**Permanent address (if different from above):**

\_\_\_\_\_  
Street and Apt # City State Zip Code Phone number

Are you a United States citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain: \_\_\_\_\_

Date available: \_\_\_\_\_ Do you prefer: full-time part-time?

At the time of making application, are you under contract for a school term? Yes No

If so, when does this contract expire?

**EMPLOYMENT HISTORY**

**Present or most recent employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? Yes No

Name Title

Reasons for leaving: \_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? Yes No  
Name Title

Reasons for leaving: \_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? Yes No  
Name Title

Reasons for leaving: \_\_\_\_\_

**EDUCATION**

**High School**

\_\_\_\_\_  
Name and address

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

If you did not graduate, did you get your GED? Yes No

Special honors or awards: \_\_\_\_\_

**Technical or Vocational School**

\_\_\_\_\_  
Name and address

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree or certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**College or University**

\_\_\_\_\_

Name and address

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree or certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**ADDITIONAL QUESTIONS**

How did you hear about this job? \_\_\_\_\_

Please describe any experiences you feel have significantly contributed to your abilities for the position you are seeking

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any additional skills (technology, environmental education/training, etc.) which you feel may contribute to your abilities for the position you are seeking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize Birch Grove Community School/Community Service to investigate any aspect of my prior education and employment history.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Birch Grove Community School (BGCS) #4145 is required to inform you of your rights as they pertain to the private information collected from you, but not to the public. The personal information is considered private and not available to the general public.

The information collected from you or from other agencies or individual authorized by you is used to determine your qualifications for Birch Grove Community School.

You are not required to provide this information however, it is necessary to determine if you qualify for employment. Disclosure of your Social Security number is voluntary, unless you are employed. If employed, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, BGCS, will not be able to consider your employment. The use of the provided data we collect is limited to that necessary for the administration and management of the school district employment process. Persons or agencies with whom this information may be shared include:

- 1. **Human Resource Department personnel**
- 2. **School District Administration**
- 3. **Managers and Supervisors in department of job opening**

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. **The right to see or obtain copies of the data maintained on you.**
2. **The right to be told of the contents and meaning of the data.**
3. **The right to contest the accuracy and completeness of the data.**

To exercise these rights, contact the Birch Grove Community School office.

I have read and understand the above information regarding my rights under the Minnesota Government Data Practices Act.

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Signature

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Date & Print Name

Your application. We sincerely appreciate your interest in Birch Grove Community School/Community Service and the time you have taken to complete this application. We will reciprocate by giving your application serious and prompt consideration. In order for your application to be complete, you must furnish us with the following items to BGCS, PO Box 2383, Tofte MN 55615 or email to [birchgrove@boreal.org](mailto:birchgrove@boreal.org)

1. This completed application
2. A Letter of Interest
3. A complete transcript or training/education/certification list
4. A resume, if you desire

If you have other questions concerning employment at Birch Grove Community School, or the community itself, we will try to answer them for you. Due to the large number of applicants and budget considerations, we do not notify applicants who submit incomplete applications.

Certification. The individual teacher assumes the responsibility for obtaining and renewing teaching licenses. You must register your teaching license in the office at the time you are being appointed to a position. Information on the requirements for certification and application forms may be obtained from the Director of Certification, Minnesota Department of Education, 1500 Highway 36 West, St. Paul, MN 55113-4226.

Non-Discrimination Notification Policy. It is the policy of Birch Grove Community School not to discriminate on the basis of sex, marital status, age, race, color, national origin, economic status, sexual orientation, physical disability or religion in our educational programs, activities, or employment. Inquiries may be directed to: BGCS, P.O. 2383, Tofte, MN 55615, phone number (218) 663-0170 or to the Director of the Office for Civil Rights, Dept. of Health, Education & Welfare, Washington, DC.